
Applications for Interim Compensation

Applicants who **electronically** file Applications for Interim or Final Compensation are no longer required to file **RI Bankr. Form C** (Notice of Filing of Interim/Final Application for Compensation under Chapter 7, and Interim Applications Under Chapters 11 and 13), or **RI Bankr. Form D** (Final Applications for Compensation Under Chapters 11 and 13). Upon receipt of electronically filed Applications for Compensation, the court will serve the appropriate **Notice of Final/Interim Compensation** to all creditors and interested parties.

Applicants *are* required to file **RI Bankr. Form C.2, C.3 or C.4** (see attached) summary sheets with their interim and final compensation requests.

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STEP 1 Click the **Bankruptcy** hyperlink on the ECF main menu.

STEP 2 Click the **Motions/Applications** hyperlink.

STEP 3 The **Case Number** screen displays.

' **Enter case number;**

' Click [NEXT]

STEP 4 The **Motions/Applications Events** screen displays.

' Select **Interim Compensation**.

' **Tip:** Typing the 1st letter of the name of the motion/application will bring you to that place in the list. For example, typing "i" brings you to all pleadings beginning with the letter "i".

' Click [NEXT]

STEP 5 The **Joint Filing Box** displays.

- ' Check this box if the pleading is a joint filing with another attorney.
Click **[NEXT]** Select attorney (joint filer).
- ' **Tip:** If the joint filer's name is not listed in the pick list, they will need to file a notice of appearance in the case. Their name will then appear in the pick list.
- ' If the pleading is not a joint filing, click **[NEXT]**.

STEP 6 The **Party Filer** screen displays.

- ' If the interim request is filed by an attorney, choose the party you represent from the pick list;
- ' If the interim request is filed by a professional, choose the professional from the pick list - Attorneys that file fee applications on behalf of a professional in the case will see the **Attorney/Party Association** screen display. Bypass this screen by clicking **[Next]**.
- ' **Note:** If the applicant is not listed in the pick list, they have not been employed!
- ' Click **[NEXT]**

STEP 7 Attach the **PDF** document.

- ' Click **[Browse]**, then navigate to the directory where the PDF file is located in your computer.
- ' **Tip:** If you are using Netscape as your browser, **Files of type:** defaults to HTML Files. Click the arrow to the right of the **Files of type** box and choose **All Files(*.*)** - PDF documents will now display.
- ' Once the file is located, verify the accuracy prior to uploading:
 - Right-click the document name.
 - Select **Open** from the drop down list.
 - Verify the contents of the document.
 - Click the **X** in the upper right corner of the document screen
- ' Double click the PDF file to select it.

Click [Next].

STEP 8 The **Fee and Expense** screen displays.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

[1:03-bk-11555 Constance Verii](#)

Applicant: Gail Kelleher Type: Debtor's Attorney

☒ Filer

From: 5/1/2003 To: 8/1/2003

Fee request \$: 2877.00 Expense request \$: 353.00

Applicant: Constance Verii Type: Accountant

☐ Filer

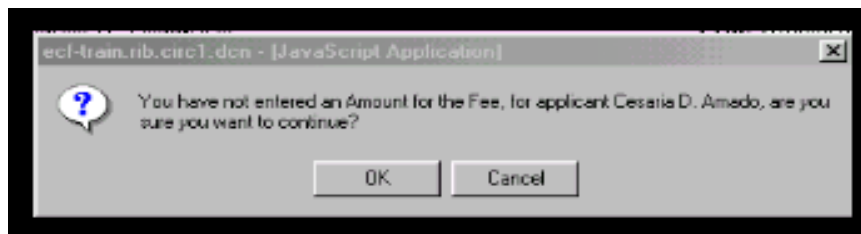
From: To:

Fee request \$: 0. Expense request \$: 0.

Next Clear

The applicant and party represented appear on the screen;

- ' Check the box of the person requesting Interim Compensation;
- ' Click the **Type** drop down box; choose the capacity of the applicant;
- ' Complete the **From** and **To** screen for the period of time the Interim application encompasses;
- ' Complete the **Fee Request** and **Expense Request** stated in the Interim application.
- ' Click [NEXT]. Two messages display regarding fees & expenses:



- ' Click **OK** for both messages.

STEP 9 Three prompts appear:

- ' Enter Total Interim Fee Allowances to Date
(Enter "0" if none have been allowed)
- ' Enter Total Expense Reimbursements to Date
(Enter "0" if none have been allowed)
- ' Is the Certificate of Service executed and attached?
(‘y’ or ‘n’)
- ' Click **[Next]**.

STEP 10 Message Displays: **Court will send out Notice of Final/Interim Compensation to all creditors. The objection deadline will be set when this notice is sent out.**

- ' Click **[Next]**.

STEP 11 Docket text displays

- ' Edit text if necessary
- ' Click **[NEXT]**

STEP 12 Final Docket Text Displays

Docket Text: Final Text

First Application for Interim Compensation for Gail Kelleher, Debtor's Attorney, Period: 5/1/2003 to 8/1/2003, Fee: \$2877.00, Expenses: \$353.00. Total Interim Fee Allowances To Date: \$0 ; Total Expense Reimbursements Awarded To Date: \$0. **Notice of Applications TO BE served on all creditors BY THE COURT. Filed by Attorney Gail Kelleher. (Kelleher, Gail)

‘ Review for accuracy

‘ If no errors, click [NEXT] to submit. Otherwise, use back button on browser and make corrections.

STEP 13 Notice of Electronic Filing displays.

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